

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	ISSUED  6/1/02	REVISED  4/09	CHAPTER  5	SECTION  5.3
CHAPTER Chapter 5. Requirements of Management		SUBJECT Criteria for Claiming Meals			

**Meals may be claimed for reimbursement if the following criteria are met:**

- Copies of all daily dated menus must indicate all food components served to the children for each meal claimed. A child must receive all meal components in at least the minimum serving size for a meal to be claimed. An exception can be made in cases where a physician's statement is on file verifying that a child cannot have a particular food for medical reasons. The medical statement must also list foods which can be substituted for the component or food item. See Chapter 7 for details on the meal pattern. The Medical Food Substitution Record (CACFP 227) form can be found at: [www.dhss.mo.gov/CACFP/AppsForms](http://www.dhss.mo.gov/CACFP/AppsForms).
- Children from age 12 through 18 years of age can receive the portions stipulated for children ages 6-12, however, larger portions should be served to this age group of children based on their increase need.
- All required meal components are served to infants from birth through 11 months of age.
- A maximum of three meals or two meals and one snack may be claimed per infant or child per day while a resident of the shelter.
- Meals/snacks must be eaten while at the shelter and cannot be claimed for reimbursement if taken away from the shelter.
- Meals must be served in a congregate setting with the exception of infants may be feed in private quarters.
- Creditable foods must be served. Refer to the Creditable Foods Guide for details on foods that can be used to meet the menu components for infants and children.
- Documentation (CN label) is available to verify that processed meat products contain adequate amounts of meat/meat alternate to be creditable in the CACFP.
- Meals are served at the times and for the duration indicated on the shelters on-line application under the Center Information Sheet.